



U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
New York Regional Office
New York, NY 10014

RECRUITING BULLETIN

THIS IS NOT A 2010 CENSUS POSITION

POSITION: Field Representative
SERIES & GRADE: GG/GS-0303-03/05
SALARY RANGE: \$13.47/\$16.92 per hour
depending on location (See chart on page 3).

ISSUE DATE: July 23, 2010
CLOSING DATE: Open Continuously
PROMOTION POTENTIAL: See chart
on page 3.

EXCEPTED SERVICE APPOINTMENT: This position may be filled as Temporary or Permanent. Positions hired as temporary can become permanent without further competition.

AREAS OF CONSIDERATION: You must reside in one of the counties within the New York Regional Office. For a list of county boundaries, see the chart on page 3.

WHO MAY APPLY: Applications will be accepted from all qualified U.S. Citizens residing in the areas of consideration.

WORK SCHEDULE: The incumbent of this position is covered by mixed-tour employment program. Based on the Regional Office workload, the number of hours scheduled per week could range from 0-40 hours, including weekends. Applicant selected for this position **MUST** sign an Excepted Service Mixed-Tour Employment Agreement prior to appointment.

DUTIES: Interview households at selected addresses. Ask prescribed questions from survey interviewing forms. Maintain repeated contacts with the same households and complete detailed paperwork for each interview. Interviews are conducted in person and by telephone. Laptop computers and paper survey instruments are used for recording interview responses.

The ideal candidate has a desire to work with the public, a persuasive, tactful manner, and is accurate with detailed paperwork. The applicant must be self-motivated, an efficient planner, need little day-to-day supervision, and be able to carefully follow detailed instructions.

QUALIFICATIONS: Applicants are responsible for ensuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the experience or education indicated below or a combination of both:

GRADE 3: Six months General Experience OR one year of education above High School.

GRADE 4: One year General Experience OR two years above High School.

GENERAL EXPERIENCE: Progressively responsible clerical, office or other work that indicates the ability to acquire the particular knowledge and skills needed to perform the duties above.

EDUCATION: This education must have been obtained in an accredited business, secretarial or technical school, college, or university. You MUST submit a copy of your college transcript or a listing of college courses showing course number, title, type (semester/quarter), and number of credit hours. Applicants selected for this position will be required to supply original transcripts.

GRADE 5: One year of specialized experience equivalent to the Grade 4 level in the Federal service which demonstrates the ability to: (1) gather, organize, assemble and edit data; (2) interview clients, respondents, and customers to gather and obtain data in person or by telephone; and (3) operate personal computer to create, edit, print, and retrieve documents and generate reports.

OR

EDUCATION: Successful completion of four years of education in any field above High School. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. You MUST submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number of credit hours. Applicants selected for this position will be required to supply original transcripts.

BASIS OF RATING: Applicants are required to take a 30 minutes Bureau of the Census written exam, short mock interview and scored structured interview.

REQUIREMENTS:

- ❖ Passing a background check.
- ❖ Be at least 18 years old.
- ❖ Willing to work days, evenings and weekends.
- ❖ Attend 3-5 day paid classroom training in New York City.
- ❖ Car available for your use and valid driver's license (except in Manhattan).
- ❖ Speak, read and write English well.

- ❖ Must be able to persuade people to participate in surveys.
- ❖ Private analog land line telephone necessary.
- ❖ Must reside in one of the counties listed in the Area of Consideration Chart below:

NEW YORK REGIONAL OFFICE AREA OF CONSIDERATION, PAY RATE AND PROMOTION POTENTIAL CHART FOR FIELD REPRESENTATIVES				
STATE	COUNTY	GRADE	SALARY PER HOUR	PROMOTION POTENTIAL
NEW JERSEY	BERGEN	03	\$13.47	04
NEW JERSEY	ESSEX	03/05	\$13.47/\$16.92	04/06
NEW JERSEY	HUDSON	05	\$16.92	06
NEW JERSEY	MIDDLESEX	03	\$13.47	04
NEW JERSEY	MORRIS	03	\$13.47	04
NEW JERSEY	PASSAIC	03/05	\$13.47/\$16.92	04/06
NEW JERSEY	SOMERSET	03	\$13.47	04
NEW JERSEY	SUSSEX	03	\$13.47	04
NEW JERSEY	UNION	03/05	\$13.47/\$16.92	04/06
NEW JERSEY	WARREN	03	\$13.47	04
NEW YORK	BRONX	05	\$16.92	06
NEW YORK	KINGS	05	\$16.92	06
NEW YORK	NASSAU	03	\$13.47	04
NEW YORK	NEW YORK	05	\$16.92	06
NEW YORK	QUEENS	05	\$16.92	06
NEW YORK	RICHMOND	05	\$16.92	06
NEW YORK	ROCKLAND	03	\$13.47	04
NEW YORK	SUFFOLK	03	\$13.47	04
NEW YORK	WESTCHESTER	03/05	\$13.47/\$16.92	04/06

***Please note:** Mileage reimbursement rate is .50 cents per mile for vehicle (effective January 1, 2010).

HOW TO APPLY

Please call [1-800-991-2520](tel:1-800-991-2520) or [212-584-3400](tel:212-584-3400), between 9:00am – 4:00 pm, Monday thru Friday, to be scheduled for the Census Bureau's written test. Seating is limited; no one will be admitted once testing begins. Only applicants who are registered to take the U. S. Census written test will be permitted. Each applicant must submit a completed Optional Application for Federal Employment (OF-612), or Resume or Federal Employment? (SF-171); this form is obsolete but maybe used. To download the OF-612, you can visit our website at:

http://www.census.gov/regions/new_york/www/jobs/

List your work duties and accomplishments relating to the job for which you are applying. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number
- Country of citizenship ([this Federal job requires U.S. citizenship](#)).
- Veteran's Preference – Applicants claiming 10-point veteran's preference MUST submit the SF-15, Application for 10-Point Veterans Preference, with the required proof (i.e., statement from the Department of Veteran's Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive a 5-point veteran's preference. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements and type of degree received. Graduates of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience, Include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates (mm/yyyy), hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related training courses (title and year), skills (e.g.; other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g.; publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes will not be accepted. Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (212) 584-3410.
- **If you are a male applicant born after 12/31/59**, you must confirm your selective service registration status. For individuals who don't remember if they registered or who entered the

U.S after the age of 26, please go to the Selective Service Website <http://www.sss.gov/> to check your status or find out more information about the process.

TESTING

❖ **Applicants MUST bring the following documentation to the testing session:**

- OF-612, Optional Application for Federal Employment* **OR** resume. (Do not mail your resume/application).
- List of **three** professional references with names and phone numbers.
- DD-214, Certificate of Release or Discharge from Active Duty (*if applicable*).
- SF-15, Application for 10-Point Veteran Preference (*if applicable*) and supporting documentation. *
- **Two** forms of **current** acceptable identification (one must be a government issued picture ID). A list of acceptable identification is provided below.

❖ **Applicants will complete the following forms at the testing session:**

- BC-170A, Census Employment Inquiry
- OF-306, Declaration for Federal Employment*
- I-9, Employment Eligibility Verification

(*) Asterisked forms are also available on our website. You may download them and bring them with you to the test session.

EXAMPLES OF ACCEPTABLE IDENTIFICATION:

The following is an *example* list of acceptable identification documents. These documents will be used to: 1) establish your identity, and 2) prove your employment eligibility. You are required to provide **two** documents: **one document from list A and one document from list B** (one of these two documents **must be a Photo ID**).

Provide **one** picture identification: Must be a Federal or State issued ID with your picture on it. Must be a valid ID - *not* expired. Some examples include, but are not limited to:



- U.S. Passport
- Driver's License or State ID card
- U.S. Military card or Military dependent's ID card
- Photo ID issued by federal, state, or local government agencies or entities
-

Second identification - some examples include, but are not limited to:

- U.S. Social Security card

B

- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal.
- Native American tribal document
- U.S. Citizen ID card (Form I-197)

OTHER REQUIREMENTS AND CONDITIONS OF EMPLOYMENT:

- **Must be able to travel to all parts of the area of consideration on short notice.**
- **Must be willing to accept all assignments.**
- **This is a Mixed-Tour work schedule which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.**
- **Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.**
- **You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.**
- **Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).**
- **Civil Service and Postal Service retirees must have their salaries reduced by the amount of their annuities and may not find it financially beneficial to work as a Field Representative.**

For further information on this vacancy, you may contact Administrative Section at (212) 584-3410.

THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.